OTC – Post FAR Adjustments



Table of Contents

INTRODUCTION:	2
Scenario 1: Post FAR Adjustment Process to Reduce/Increase Revenue	2
STEP 1: Create a new Bill	3
STEP 2: Complete the Adjustment Bill	9
STEP 3: Run the Single Action Invoice Process	10
Scenario 2: Post FAR Adjustment Process to Move Revenue from One Charge Code to another Ch a Post-Z Adjustment	ŭ
STEP 1: Create a New Bill	13
STEP 2: Complete the Adjustment Bill	19
STEP 3: Run the Single Action Invoice Process	19
Scenario 3: Post FAR Adjustment Process to Increase or Decrease the FAR amount when the payr was NOT Cash or Check.	
STEP 1: Create a New Bill	23
STEP 2: Complete the Adjustment Bill	29
STEP 3: Run the Single Action Invoice Process	29



INTRODUCTION:

Occasionally there may be an instance when the Funds Allocation Report did not accurately reflect the deposit amount or allocation, and was not caught prior to running the Single Action Invoice process. Making a correction for this is referred to as a Post FAR Adjustment. There are 3 basic types of Post FAR Adjustments that may be needed. The format of the Bill Lines will determine the type of adjustment made.

- 1. Use Scenario 1 JDP (Adjustment Deposit): To adjust the Deposit Revenue amount as a Post-Z Adjustment. (Either Reduce or Increase the Revenue for **Cash or Checks payments only**).
- 2. Use Scenario 2 JAD (Adjustment Other):
 - a. To move the Revenue from one Charge Code to another Charge Code as a Post-Z Adjustment for any bill payment method.
- 3. Use Scenario 3 JCR, JCU, JPP (Miscellaneous Adjustments):
 - a. To increase or decrease the amount entered through the register, when found to be incorrect after the Single Action Invoice process was completed

Scenario 1: Post FAR Adjustment Process to Reduce/Increase Revenue

Scenario: The deposit has already been sent to the bank and the FAR Report completed. It was then discovered that the amount of the deposit did not equal the FAR Report. The FAR Report needs to be adjusted to reflect the actual amount of the deposit.

NOTE: The below example is for increasing revenue. Should you need to decrease revenue, where the instructions indicate to enter a **Positive** amount, enter the amount as a **Negative** amount.



STEP 1: Create a new Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

- 1. The *Bill Entry* page will display.
 - a. Click the Add a New Value tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. Invoice: Defaults to "NEXT", meaning the next available bill number will be assigned.
 - iii. Bill Type Identifier: Enter or select JDP Adjustment- Deposit Amount.
 - iv. **Bill Source:** "ONLINE", since the bill is being entered online.
 - v. Customer: "JUD##", Same as the Business Unit.
 - vi. Invoice Date: enter current date.
 - vii. Accounting Date: enter current date.
 - c. Click the Add button.

Bill Entry

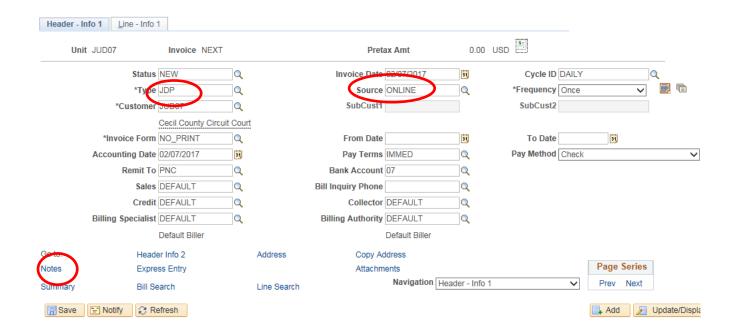
Find an Existing Value Add a New Value			
Business Unit JUD07			
Invoice NEXT			
Bill Type Identifier JDP Q			
Bill Source ONLINE			
Customer JUD07			
Invoice Date 02/07/2017			
Accounting Date 02/07/2017			
Add			

NOTE: Back dating of this process is only allowed if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing a Post Far Adjustment on September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August. Also, please note, even if you have not completed your EOM local revenue for other earlier months, you may only back date to the immediate past month, in this example that would be August (not July or earlier).



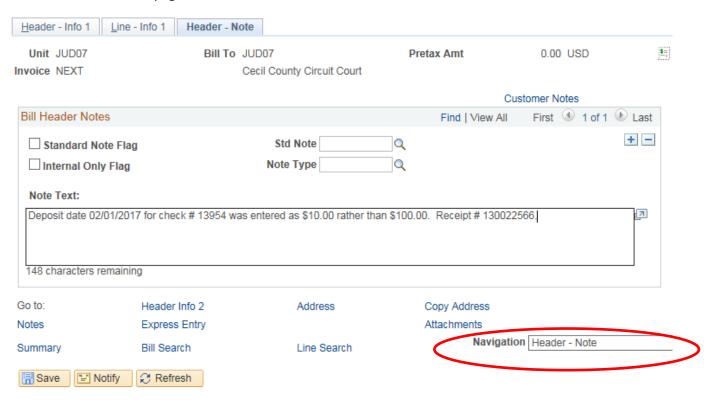
OTC - Post FAR Adjustments

- 2. Header Info 1, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous Add a New Value page are correct.
 - b. Click the Notes link to add an audit note explaining the reason for the adjustment.





- 3. The *Header Note* tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. Select the: *Header Order Info* from the **Navigation:** drop-down at the bottom of the page.

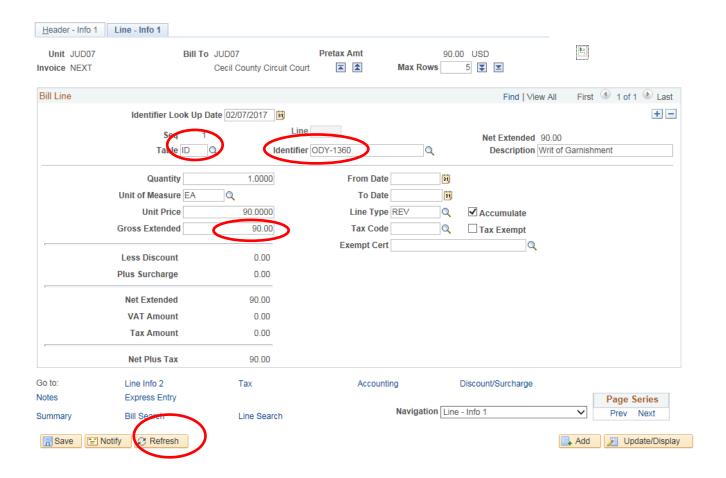


- 4. The *Header Order Info* tab will display.
 - a. Contract: Enter the Original Receipt number, if known, (include all leading zeros).
 - b. Case Number: Enter number if associated to a case.
 - c. Click the Line Info 1 tab to add bill lines.





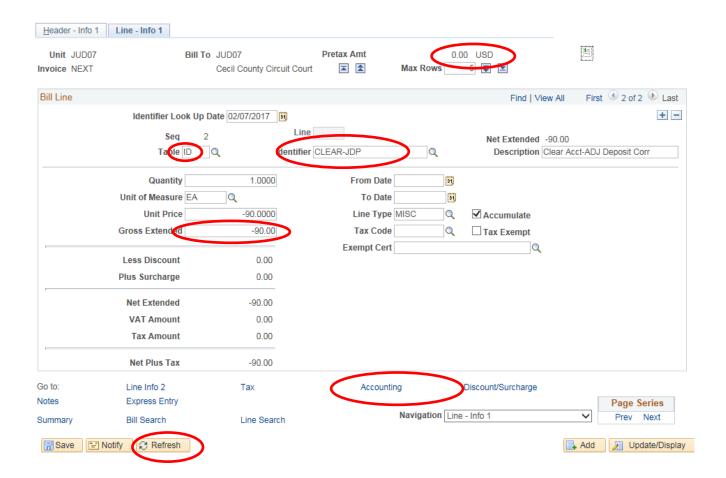
- 5. The *Line –Info 1* page will display.
 - a. A new Bill line needs to be added for each Charge Code/Identifier e.g. RCS-106) used on the original receipt.
 - b. Click the plus sign on the right of the Bill Line to add each line needed.
 - c. Add the following information to each Credit line:
 - i. Table: Enter "ID".
 - ii. Identifier: This is the charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended**: This is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
 - iv. Click the Refresh button at the bottom of the screen to auto-fill the remaining data.





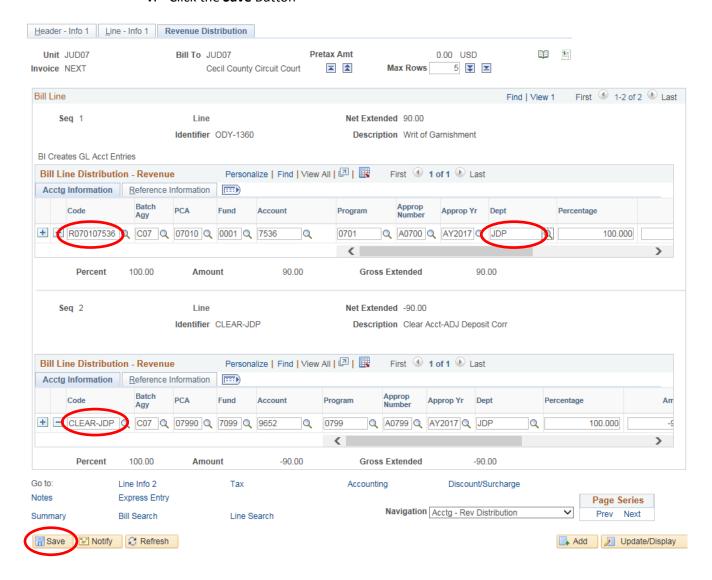
- d. After all Charge Code lines are added, then click the plus sign

 to add one last line for the CLEAR-JDP amount.
 - i. This amount will be a *negative* amount and will be credited from CASH. (This should be the total amount of all debit Bill Lines.)
 - ii. Table: Enter "ID".
 - iii. Identifier: Enter "CLEAR-JDP".
 - iv. Gross Extended: Enter amount as a negative (\$-) amount.
 - v. Click the Refresh button.
 - vi. Click the Accounting link to add the Accounting Distribution information.
 - vii. Confirm the **Pretax Amt:** is **\$0.00** USD. If so the Bill is balanced.





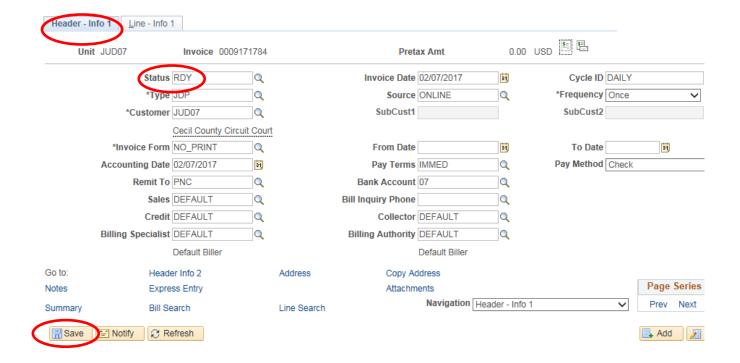
- 6. The Acctg Rev Distribution page will display.
 - a. Click the "View All" link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the 'How to Look up a Charge Code' chapter in in the Index portion of the reference guide.)
 - b. On the *Acctg Rev Distribution* page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier:** line using the magnifying glass.
 - i. Code: Enter an 'R' to select the correct PCA+Object. (e.g., R520107503)
 - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
 - iii. Enter **JDP** in the **Dept ID** box. This is the bill "Type" entered on the *Header Info 1* page.
 - iv. The CLEAR-JDP allocation will be added by the system with required information. No changes required.
 - v. Click the Save Button





STEP 2: Complete the Adjustment Bill

- 1. Return to the bill Header Info 1 tab.
- 2. Status: Change from "NEW" to "RDY" (Ready to Invoice).
- 3. Click the Save button.





STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The *Single Action Invoice* page will display.

Single Action Invoice

a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it "Adjustment_Deposit". You can then use this Run Control each time you process a JDP adjustment, by searching for it under the "Find an Existing Value" tab.

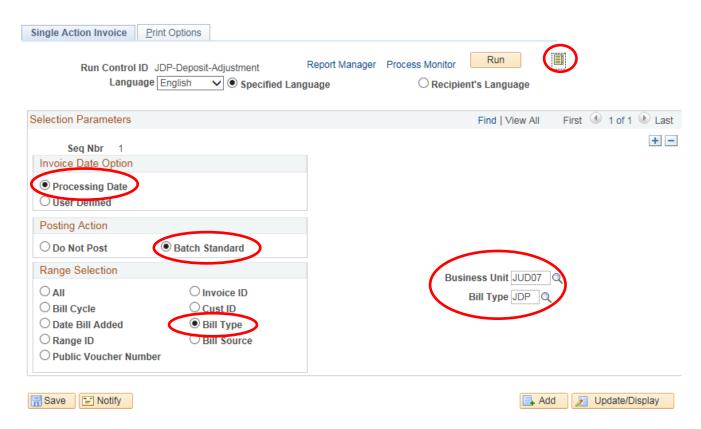
Find an Existing Value	Add a New Value	
Run Control ID JDP-Depos	sit-Adjustment	×
Add		



The Single Action Invoice Run Control page will display.

- b. Complete the following run control settings:
 - i. Invoice Date Option: "Processing Date" will default in.
 - ii. Posting Action: Enter "Batch Standard".
 - iii. Range Selection: Enter "Bill Type".
 - iv. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - v. Bill Type: Enter the adjustment bill type used. The example below is a "JDP".
 - vi. Click the Save button.
- c. Click the small "Bills to be Processed" icon in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number bills in the blue bar to ensure all your JDP bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.

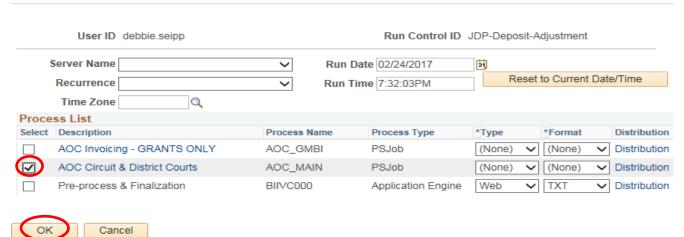
 NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. STOP and call the helpdesk for assistance.
- d. Click the Run button.





- 2. The *Process Scheduler Request* page will display.
 - a. Select the checkbox for the AOC_MAIN (AOC Circuit & District Courts) Process Name.
 - b. Click the **OK** button.

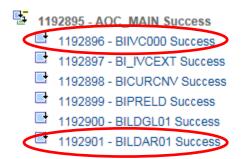
Process Scheduler Request



- 3. The Single Action Invoice Run Control page will display.
 - a. A Process Instance number will display under the Run button indicating the process has begun.
 - b. Click the Process Monitor link.
- 4. The *Process List* page will display.
 - a. Review the $Process\ List$ to see that the ${\color{red} \underline{AOC\ MAIN}}$ process is running.

NOTE: This is a multi-part process and may take a few minutes to run.

- b. Click the AOC MAIN process name link to see its sub-processes.
- c. Click the **Refresh** button periodically until the status of all sub-processes reads "SUCCESS".
 - i. Click both the BIIVC000 and BILDAR01 sub-process.
 - 1. Click the Message Log on the BIIVC000 process to confirm completion and to make sure the correct number of bills were processed.
 - 2. Click the <u>View Log/Trace</u> link and open the **PDF** file on the <u>BILDAR01</u> process to confirm "0" bills were sent to AR.



End of Process to Increase/Reduce the Revenue Amount.



Scenario 2: Post FAR Adjustment Process to Move Revenue from One Charge Code to another Charge Code as a Post-Z Adjustment

Scenario: The Charge Code on the Final FAR was found to be incorrect. Two bills lines will need to be added, one to credit the incorrect Charge Code and the second to add the new correct Charge Code. This scenario should be used for any payment methods when changing the Charge Codes/Identifiers.

NOTE: Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier.

STEP 1: Create a New Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

- 1. The *Bill Entry* page will display.
 - a. Click the Add a New Value tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. Invoice: Defaults to "NEXT", meaning the next available bill number will be assigned.
 - iii. Bill Type Identifier: Enter or select correct Adjustment Bill type as "JAD, JCR, etc".
 - iv. **Bill Source:** "ONLINE", since the bill is being entered online.
 - v. Customer: "JUD##", Same as the Business Unit.
 - vi. Invoice Date: is the current date.
 - vii. Accounting Date: is the current date.
 - c. Click the Add button.

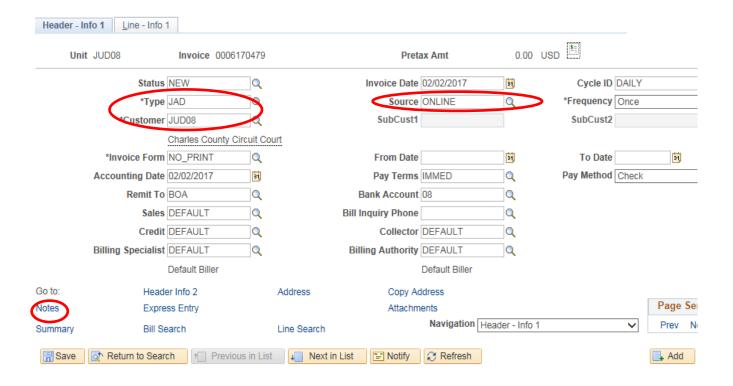
Bill Entry





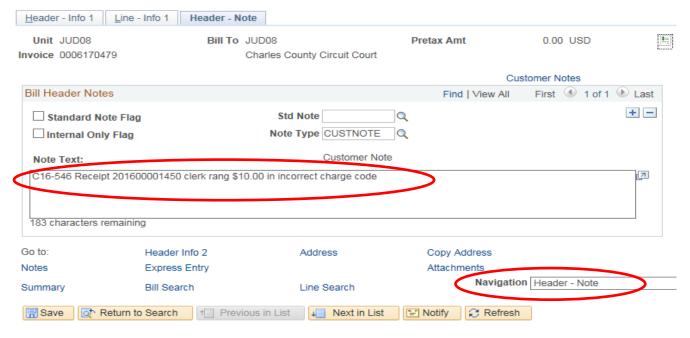


- 2. The default tab, *Header Info 1*, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous Add a New Value page are correct.
 - b. Click the Notes link to add an audit note explaining the reason for the adjustment.





- 3. The *Header Note* tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - b. Select the: Header Order Info from the Navigation: drop-down at the bottom of the page.

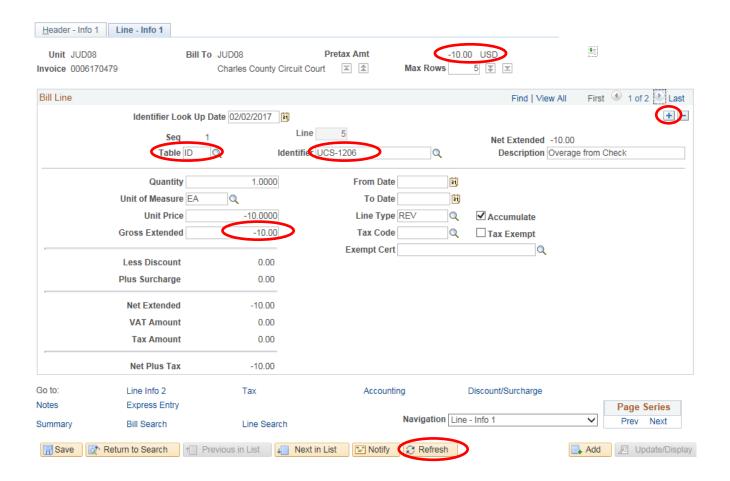


- 4. The *Header Order Info* tab will display.
 - a. Contract: Enter the Original Receipt number exactly as it appears (include all leading zeros).
 - b. Case Number: Enter number if associated to a case.
 - c. Click the Line Info 1 tab to add bill lines.



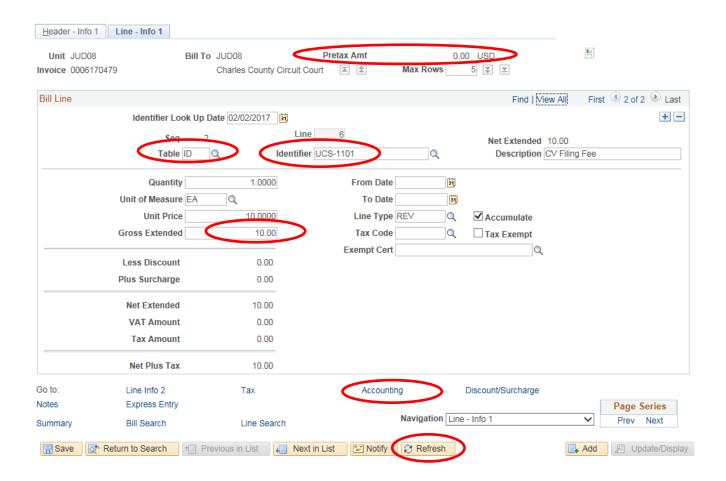


- 5. The *Line –Info 1* page will display.
 - a. A new Bill line will need to be added for the incorrect Charge Code/Identifier (e.g. RCS-1181) used on the original transaction(s).
 - b. Add the following information to the Credit line:
 - i. Table: Enter "ID".
 - ii. **Identifier:** This is the charge code. Use the copy of Acctg. Rev Dist page previously printed.
 - iii. **Gross Extended**: enter the amount of the charge code. All reverse amounts should be entered in as a *negative* (\$-) amount to reverse the revenue.
 - iv. Click the Refresh button at the bottom of the screen to auto-fill the remaining data.



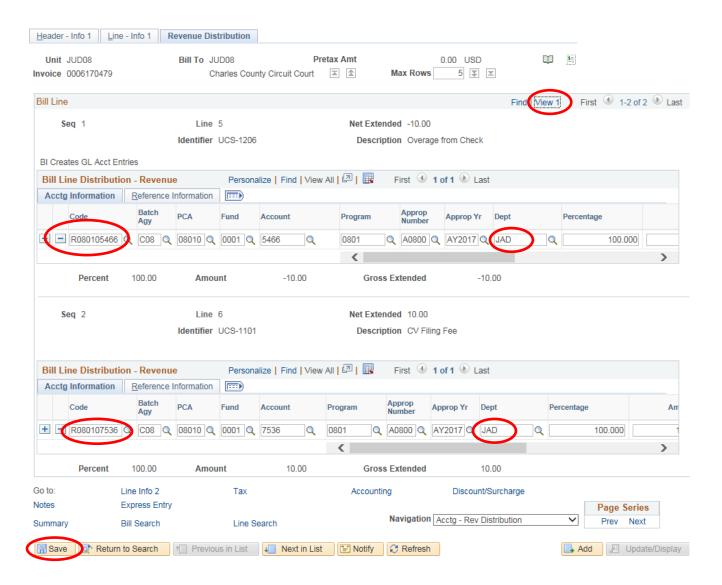


- c. Add a new Bill line for the correct Charge Code/Identifier (e.g. RCS-1182) that should have been used in the original transaction(s).
- d. Add the following information to each Credit line:
 - i. Table: Enter "ID".
 - ii. **Identifier:** Enter the correct charge code. Use the look-up magnifying glass if necessary.
 - iii. Gross Extended: Enter amount. The amount will be a positive amount (\$+) and will be debited from the charge codes selected.
 - iv. Confirm the **Pretax Amt:** is \$0.00 USD. If so the Bill is balanced.
- e. Click the Refresh button.
- f. Click the Accounting link to add the Accounting Distribution information.





- 6. The Acctg Rev Distribution page will display.
 - a. Click the "View All" link to complete the Charge Code allocation information for each bill line.
 - b. Add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier:** line using the magnifying glass. The correct code and percent is required in order to save the bill.
 - i. Code format is: Revenue+PCA+Object. (e.g., R520107503)
 - c. Dept ID: Enter JAD. The 'Type' field you entered on the Header Info 1 page.
 - i. JAD = Adjustment Other
 - d. Click the Save Button.

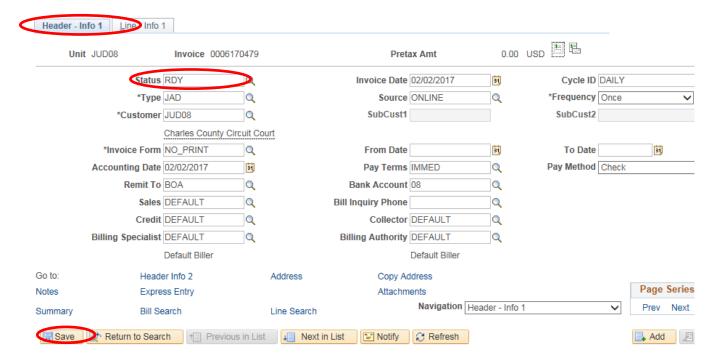


NOTE: If the Charge Code has more than one Revenue Distribution Code, be sure to enter the percent or fixed amount for each row. To find the allocation strategy, go to the Appendix, 'How To Look Up A Charge Code".



STEP 2: Complete the Adjustment Bill

- 1. Return to the bill Header Info 1 tab.
- 2. Status: Change from "NEW" to "RDY" (Ready to Invoice).
- 3. Click the Save button.

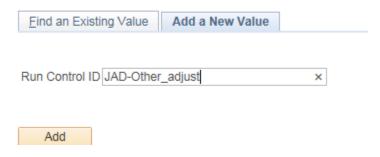


STEP 3: Run the Single Action Invoice Process

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

- 1. The Single Action Invoice page will display.
 - a. Select a Run Control If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it "Adjustment". You can then use this Run Control each time you process an adjustment, by searching for it under the "Find an Existing Value" tab.

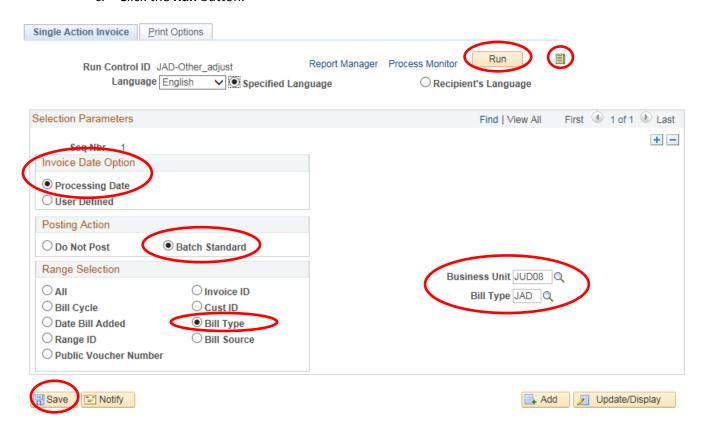
Single Action Invoice





- 2 The Single Action Invoice Run Control page will display.
 - a. Complete the following run control settings:
 - i. Invoice Date Option: enter "Processing Date".
 - ii. Posting Action: enter "Batch Standard".
 - iii. Range Selection: enter "Bill Type".
 - iv. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a "JAD".
 - vi. Click the Save button.
 - b. Click the small "Bills to be Processed" icon in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number of bills in the Selection Parameters blue bar to ensure all your bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.

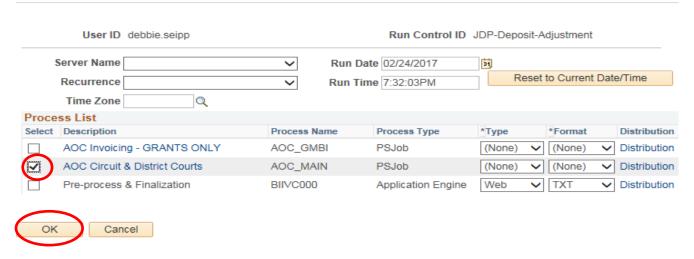
 NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. STOP and call the helpdesk for assistance.
 - c. Click the Run button.



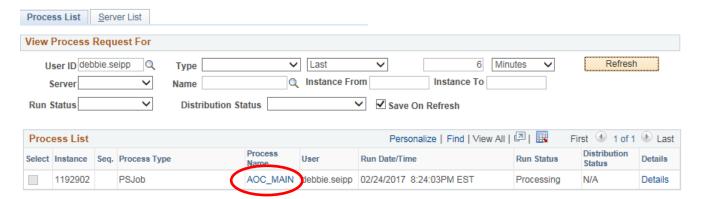


- 3. The *Process Scheduler Request* page will display
 - a. Select the checkbox for the AOC_MAIN (<u>AOC Circuit & District Courts</u>) Process Name in the *Process List* section.
 - b. Click the **OK** button.

Process Scheduler Request



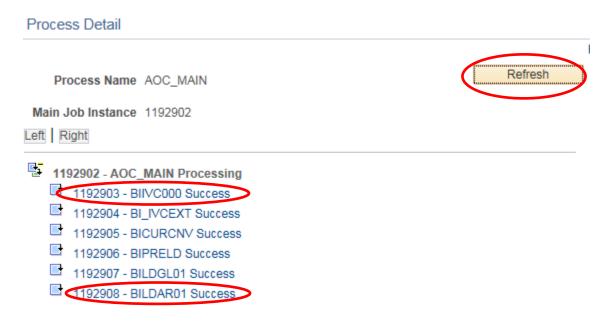
- 4 The Single Action Invoice Run Control page will display.
 - a. A Process Instance number will display indicating that the AOC MAIN process has begun.
 - b. Click the Process Monitor link.
- 5. The *Process List* page will display.
 - a. Review the *Process List* to see that the AOC MAIN process is running.
 - b. Click the AOC MAIN process name link to see its sub-processes.





c. Periodically click the Refresh button until the status of all sub-processes reads "SUCCESS".

NOTE: This is a multi-part process and may take a few minutes to run.



- i. Click both the BIIVC000 and BILDAR01 sub-process.
 - 1. Click the Message Log in the BIIVCOOO process to confirm completion and to make sure that the correct number of bills were processed.
 - 2. Click the <u>View Log/Trace</u> link and open the PDF file in the <u>BILDAR01</u> process to confirm "0" bills were sent to AR.

End of Process to Move Revenue from one Charge Code to Another.

End of Document



Scenario 3: Post FAR Adjustment Process to Increase or Decrease the FAR amount when the payment method was NOT Cash or Check.

Scenario: The Single Action Invoice process was completed and the FAR Report completed. It was then discovered that the amount of the Credit Card, CCU or PNP FAR Report needs to be adjusted to reflect the actual amount of the deposit. The example below is increasing the Credit Card FAR report.

NOTE: Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier.

STEP 1: Create a New Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

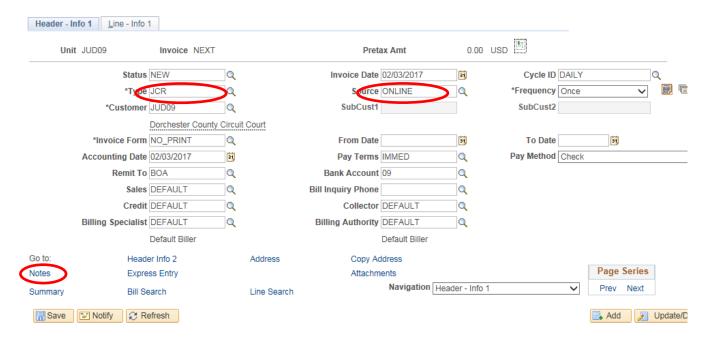
- 1. The **Bill Entry** page will display.
 - a. Click the Add a New Value tab to create a new Bill.
 - b. Complete all fields with the following:
 - c. Business Unit: "JUD##", where ## is your 2-digit county code.
 - d. Invoice: Defaults to "NEXT", meaning the next available bill number will be assigned.
 - e. Bill Type Identifier: Enter or select correct Adjustment Bill type as "JCR, JCU, JPP".
 - f. Bill Source: "ONLINE", since the bill is being entered online.
 - g. Customer: "JUD##", Same as the Business Unit.
 - h. Invoice Date: is the current date.
 - i. Accounting Date: is the current date.
 - j. Click the Add button.

Bill Entry



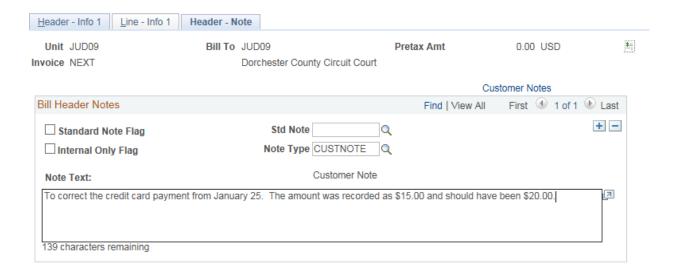


- 2. Header Info 1, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous Add a New Value page are correct.
 - b. Click the Notes link to add an audit note explaining the reason for the adjustment.





- 3. The *Header Note* tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. Select: Header Order Info from the Navigation: drop-down at the bottom of the page.



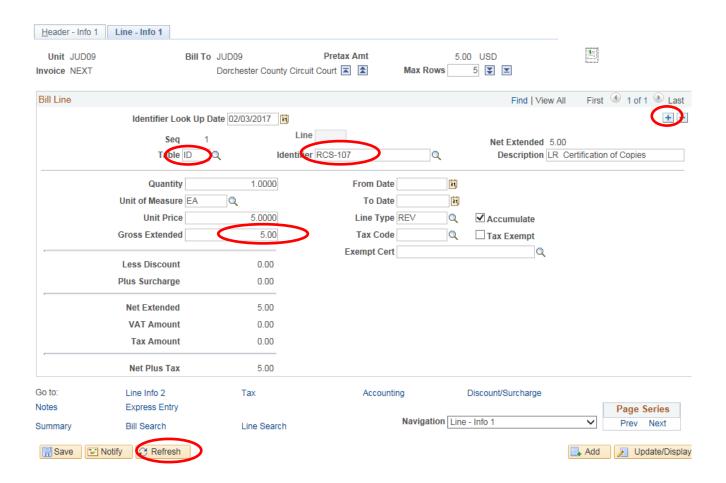
- 4. The *Header Order Info* tab will display.
 - a. **Contract:** Enter the Original Receipt number, if known, (include all leading zeros). Ignore No Matching Values message.
 - b. Case Number: Enter number, if associated to a case.

Click the Line – Info 1 tab to add bill lines





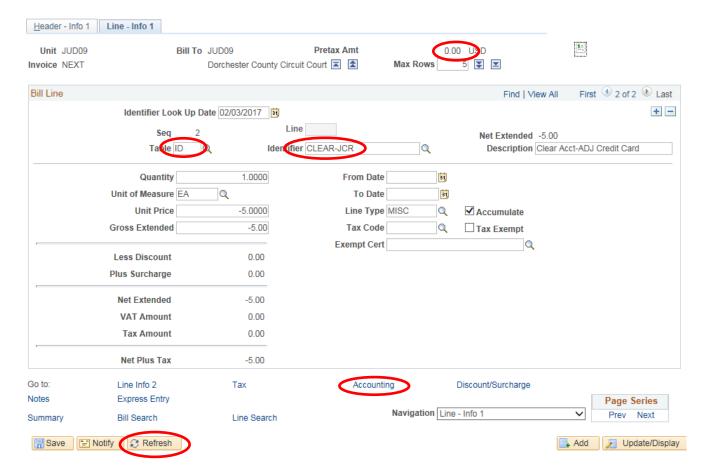
- 5. The *Line –Info 1* page will display.
 - A new Bill line needs to be added for each Charge Code/Identifier e.g. RCS-106) used on the original receipt.
 - b. Click the plus sign on the right of the Bill Line to add each line needed.
 - c. Add the following information to each line:
 - i. Table: Enter "ID".
 - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended**: This is the amount of each item/charge code. All additional amounts should be entered in as a *positive* amount to increase the revenue.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.





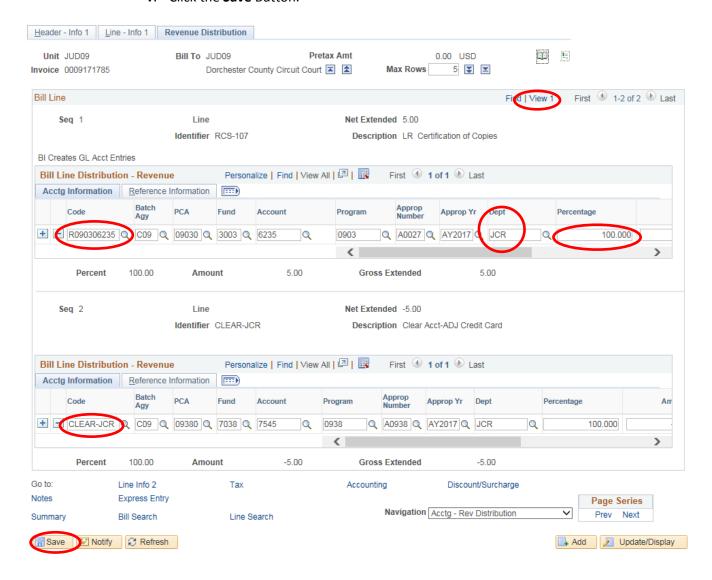
OTC - Post FAR Adjustments

- v. After all Charge Code lines are added, then click the plus sign to add one last line for the BUS-Payment amount.
- vi. This amount will be a *negative* amount and will be credited from CASH. (This should be the total amount of all debit Bill Lines.)
- vi. Table: Enter "ID".
- vii. Identifier: Enter "CLEAR-JCR".
- viii. Gross Extended: Enter amount as a negative (\$-) amount.
- ix. Confirm the **Pretax Amt:** is **\$0.00** USD. If so the Bill is balanced.
- x. Click the **Refresh** button.
- xi. Click the Accounting link to add the Accounting Distribution information.





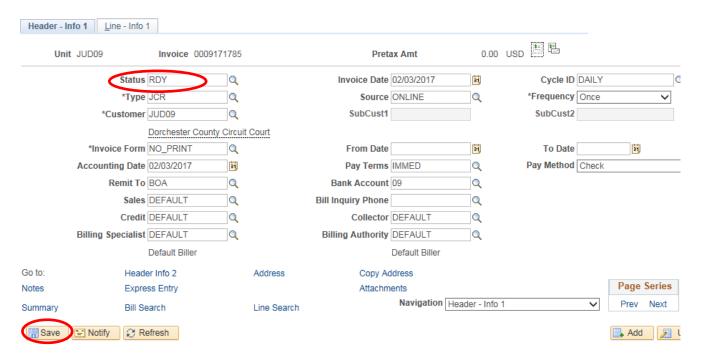
- 6. The Acctg Rev Distribution page will display.
 - a. Click the "View All" link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the 'How to Look up a Charge Code' chapter in in the Index portion of the reference guide.)
 - b. On the *Acctg Rev Distribution* page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier:** line using the magnifying glass.
 - i. Code: Enter an 'R' to select the correct PCA+Object. (e.g., R520107503)
 - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
 - iii. Enter **JCR** in the **Dept ID** box. This is the "Type" field you entered on the *Header Info* 1 page.
 - iv. The CLEAR-JCR allocation will be added by the system with required information. No changes required.
 - v. Click the Save Button.





STEP 2: Complete the Adjustment Bill

- 1. Return to the bill *Header Info 1* tab.
- 2. Status: Change from "NEW" to "RDY" (Ready to Invoice).



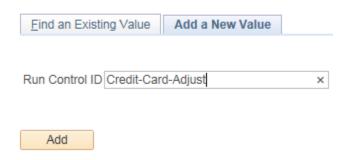
STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

- 1. The Single Action Invoice page will display.
 - a. Select a Run Control If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it "Adjustment_Deposit". You can then use this Run Control each time you process a JDP adjustment, by searching for it under the "Find an Existing Value" tab.

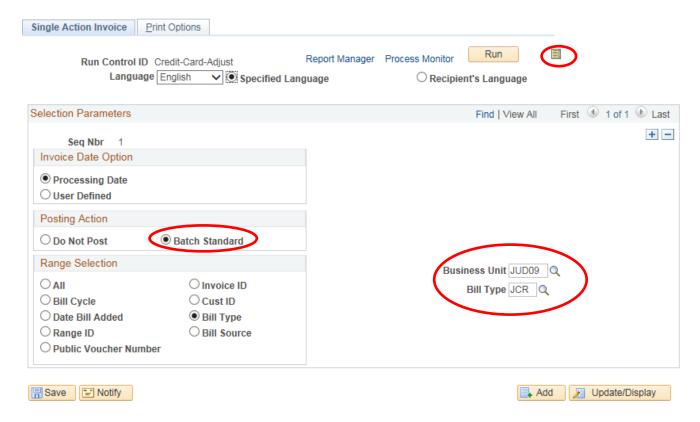
Single Action Invoice





The Single Action Invoice Run Control page will display.

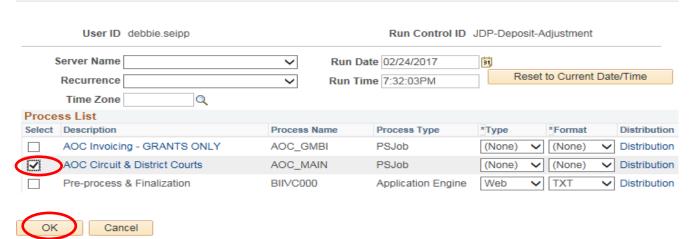
- b. Complete the following run control settings:
 - i. Invoice Date Option: "Processing Date" will default in.
 - ii. Posting Action: Enter "Batch Standard".
 - iii. Range Selection: Enter "Bill Type".
 - iv. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - v. Bill Type: Enter the adjustment bill type used. The example below is a "JDP".
 - vi. Click the Save button.
- c. Click the small "Bills to be Processed" icon in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number bills in the blue bar to ensure all your JDP bills are included.
 - ii. Click the Return button to return to the Single Action Invoice run control page.
 NOTE: If nothing is listed or the number of bills to process does not match what is expected, then there is a problem. STOP and call the helpdesk for assistance.
- d. Click the Run button.





- e. The *Process Scheduler Request* page will display.
 - i. Select the checkbox for the AOC_MAIN (AOC Circuit & District Courts) Process Name.
 - ii. Click the **OK** button.

Process Scheduler Request



- f. The Single Action Invoice Run Control page will display.
 - i. A Process Instance number will display under the "Run" button indicating that the AOC_MAIN process has begun.
 - ii. Click the Process Monitor link.
 - a. The *Process List* page will display.
 - iii. Review the *Process List* to see that the <u>AOC MAIN</u> process is running. **NOTE**: This is a multi-part process and may take a few minutes to run.
 - iv. Click the AOC MAIN process name link to see its sub-processes.
 - v. Click the Refresh button until the status of all sub-processes reads "SUCCESS".
 - 1. Click both the BIIVC000 and BILDAR01 sub-process.
 - a. Click the <u>Message Log</u> on the <u>BIIVC000</u> process to confirm completion and to make sure the correct number of bills were processed.
 - b. Click the <u>View Log/Trace</u> link and open the **PDF** file on the BILDAR01 process to confirm "0" bills were sent to AR.



End of Process to Increase/Reduce the Miscellaneous Adjustment Amount.